

INSTRUCTIONS FOR SUBMIT AN OFFER.

Thank you very much for your interest in renting the property. To complete the process faster, in a smooth manner, please include with the offer:

1. Updated Credit Report with scores
2. National Police report for each adult.
3. Employment verification letter
4. Three Months Pay Stubs. Applicants should provide proof of monthly income worth 3 times the monthly rent.
5. Copy of ID's for each adult
6. Complete Rental Application Form.
7. Copy of the check first month deposit.
8. Three months of bank statements.
9. If you are self-employed, please provide two last company income taxes, and self-income taxes.
10. Reference Letter from current Landlord with contact information.
11. Reference Letter from an acquaintance with contact information (for each adult, cannot be family)
12. Tenant will have to obtain and show proof of Renter's Insurance within 5 days of executing the CTL

Please be aware if potential tenant does not have the first 4 documents, we provide the option to obtain it thru Scott Roberts & Associates. Please see the attachment, option F) for \$ 59 to be paid by the tenant. Additionally please include copy all required documents, and copy of the first month deposit, payable to Keyes Company or an escrow letter from the escrow company, in the case the escrow Deposit is not held by the Keyes Company. If you are self-employed, please also provide two last company income taxes, and self-income taxes.

Please be aware, landlord is not going to review incomplete offers.